

PERSONNEL SUPPORT DIVISION PURPOSE

- To inform TRADOC QAO, Proponent School Title XI's, and TASS BN Title XI soldiers of administrative procedures.
- Establish administrative procedures for routine processing of leaves, passes, evaluation reports, awards, personnel actions, and memorandums



TRANSITION PLAN

- TASS Battalion Title XI's will be reassigned NLT 1 Sep 02 to W3HN01. (This will be a no cost move for the government.) 201 files will be transferred during the National Title XI Conference.
- Unit Personnel Orders(1 Sep 02) and Deactivation Orders (1 July 03)
- Personnel Support Division Structure



AWARDS

- Supervisors please ensure that awards are submitted in a timely manner.
- You must have version 2.23 of Form Flow in order to package forms and send as attachments.
- All DA Form 638's must be submitted in hard copy and by email with packaged DA Form 638. Narrative and proposed citation attached as applicable.
- All awards will be processed at TRADOC QAO.
- MSM's and LOM's are to be submitted 75 days prior to presentation date. DSM's are to be submitted 120 days prior to presentation date. All late awards must have a letter of lateness stating specific reason for lateness.



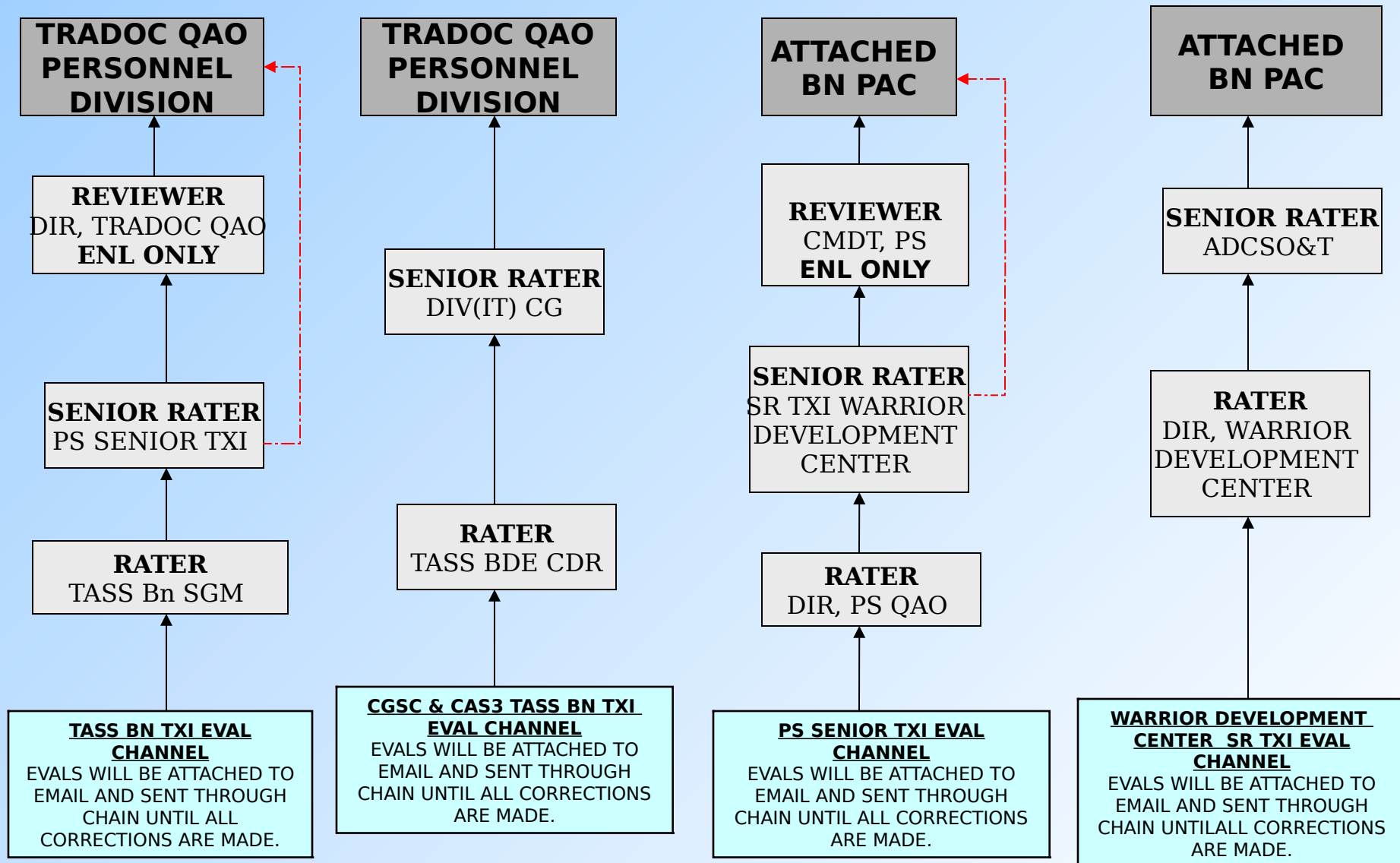
EVALUATION REPORTS

- All completed evaluation reports must be submitted NLT 15 days before the end date of the report to the Personnel Support Division for processing.
- A copy of the completed DA Form 67-9-1 or DA Form 2166-8-1 will be included as part of the submitted report.
- Evaluations are due to the Personnel Services Branch no later than 30 days after the ending month of the report.
- All supervisors will submit a 30,60,90 day suspense report NLT the 10th of each month.
- The Personnel Support Division will ensure all rated individuals are aware of the rating chain.



EVALUATIONS

AR 623-105 & 623-205



IN/OUT PROCESSING

- Title XI personnel assigned to HQ TRADOC with duty at a TASS Battalion will report directly to their unit. Soldiers will contact the Personnel Support Division and fax a copy of their orders, ERB or ORB, and a copy of their last evaluation.
- Soldiers will have 10 days permissive TDY to settle his/her family, travel on TDY orders to complete inprocessing at Fort Monroe, and receive the TASS Orientation Brief.
- Title XI personnel assigned to the Proponent School And Warrior Development Center will report directly to their unit of attachment for inprocessing. Upon arrival the soldier will notify the PSD and fax a copy of orders, ERB/ORB, and a copy of last evaluation report. Contact the PSD to schedule TASS Orientation Brief.



UNIFORM CODE of MILITARY JUSTICE (UCMJ)

- Soldiers will be attached to the Reserve Component (RC) Brigade for exercise of Special and Summary Courts-Martial jurisdiction; the general administration of military justice, to include non-judicial punishment; and adverse administrative actions requiring action by an officer exercising Summary or Special Court- Martial convening authority.
- Soldiers will be attached to the US Army Combined Center, Fort Leavenworth, Kansas, for the purposes of General Court-Martial jurisdiction, including general or adverse administrative actions requiring action by an officer exercising General Court-Martial convening authority.



SPONSORSHIP

- All incoming personnel will be assigned a sponsor immediately upon Levy notification.
- The PSD will send welcome letters to all incoming personnel to ensure a positive reception of the soldiers and their family members.



LEAVES/PASSES

- All leaves will be processed through the PSD except those soldiers attached to the Proponent Schools and Warrior Development Center. They will follow the leave and pass policy established by the commander of their host installation.
- Requests for emergency leave will be processed within six hours, however, no individual will be allowed to depart until a DA Form 31 has been approved.

OFFICER/ENLISTED REQUISITIONS

- The PSD will closely monitor the requisition process.



QUESTIONS AND ANSWERS

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